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GOVERNMENT OF INDIA
LAKSHADWEEP ADMINISTRATION
DEPARTMENT OF PANCHAYAT
KAVARATTI - 682 555

Dated: 19-10-2023

NOTIFICATION

F. No. 2/5/2023-DOP In exercise of the powers conferred under section 130 of the Lakshadweep Panchayat Regulation, 2022, the Administrator, U.T. of Lakshadweep hereby makes and notifies the following rules namely: -

1.	Short title, commencement, and application (1) These rules may be called the "Lakshadweep Panchayat (Service) Rules, 2023". (2) These shall come into force from the date of publication in the Official Gazette. (3) These rules shall apply to every Panchayat Servant, appointed by the Panchayat.	Short title
2.	Definition (1) In these rules, unless the context otherwise requires (a) "Administration" means Administration of the Union Territory of Lakshadweep. (b) "Appointing authority" in relation to a Panchayat servant means the authority declared as the appointing authority by the Administrator by a notification in the Official Gazette to make appointments to posts under Panchayat. (c) "Confidential reports" means confidential report of every Panchayat servant written in prescribed format annually preferably for	Definition

	<p>the period covered by the financial year.</p> <p>(d) "Form" means Forms appended to these rules.</p> <p>(e) "Family members" in relation to a Panchayat servant includes:</p> <p>(i) Son or daughter or stepson or stepdaughter of Panchayat servant who is wholly dependent on him.</p> <p>(ii) The wife or husband, as the case may be, of the Panchayat servant, whether residing with the Panchayat servant or not but does not include a wife or husband, as the case may be, separated by a decree or order of a competent Court.</p> <p>(f) "Leave Sanctioning Authority" means the Chief Executive Officer, District Panchayat or a Head of Office who has been delegated with that power by an order by the Chief Executive Officer in case of District Panchayat and by Secretary Panchayat in case of Gram Panchayat.</p> <p>(g) "Panchayat servant" means the staff appointed by the Panchayat against a post with specific scale of Pay or consolidated pay to be paid from the Panchayat Funds.</p> <p>The words and expression used and not defined in these rules but defined in the Lakshadweep Panchayat Regulation, 2022 shall have the same meaning respectively assigned to them in the Regulation.</p>	
3.	<p>Attendance and punctuality</p> <p>(1) The working days and hours of Office shall be determined by the District Panchayat</p> <p>Provided that all the Panchayat Offices shall have the same timings and it should be the same as that of the Offices of the Lakshadweep Administration.</p> <p>(2) There shall be maintained an attendance register for all staff in office by the Panchayat Secretary or Chief Executive Officer, as the case may be;</p> <p>(3) Every employee shall be punctual in attendance</p>	Attendance and punctuality

	<p>Provided that 10 minutes grace can be allowed in respect of the arrival time unless it becomes a matter of frequent recurrence.</p> <p>Provided further that, half a day casual leave shall be debited from the casual leave account of a Panchayat servant concerned if he is habitually attending late.</p> <p>(4)(a) A day shall be marked as dies-non by the leave sanctioning authority under the following circumstances.</p> <ul style="list-style-type: none"> (i) When the official remains absent from duty without prior intimation. (ii) When on duty in office, the official leaves the office without proper permission; (iii) The official remains in office, but refuses to perform the duty assigned to him. <p>(b) A day on which an official comes late and works throughout the day during office hours shall not be marked dies-non.</p> <p>(5) Unauthorized absence in pursuance of concerted action by a group of employees acting in combination shall be treated as unauthorized absence resulting in break in service. Individual cases of unauthorized absence from duty which is not in pursuance of concerted action by a group of employees acting in combination shall be treated as dies- non which shall not constitute break in service but the days treated as dies-non shall not be treated as duty for any purpose.</p>	
4.	<p>Creation of posts</p> <p>No post shall be created -</p> <ul style="list-style-type: none"> (a) unless funds to meet salary of post is provided in the Budget Estimate of Panchayat concerned, (b) without prior consent of the Administrator, and (c) unless there exists extreme necessity and sufficient justification for the post. 	Creation of posts
5.	Competent authority to create the posts	Competent

	<p>(1) The authority competent to create posts shall be the Administrator or an authority declared by the Administrator by a notification to be published in the Official Gazette.</p> <p>(2) Such authority shall create the post required after satisfying the conditions laid down in clause (a) to (c) under rule 4 in consultation with the Sarpanch of Gram Panchayat Concerned if post to be created is for Gram Panchayat and with the President of the District Panchayat, if post is to be created for the District Panchayat.</p>	authority to create the posts
6.	<p>Appointing Authority</p> <p>(1) All the appointments to the posts created for Panchayat under rule 5 shall be made by the appointing authority in accordance with the recruitment rules.</p> <p>(2) The rules of recruitment shall be made by the Panchayat and shall require to be approved by the Administrator before publication.</p> <p><u>Note:</u> -</p> <p>(i) The recruitment rules so framed shall not be at variance with similar posts under the Administration.</p> <p>(ii) All appointments to a Gram Panchayat and District Panchayat shall be made in consultation with the Sarpanch of the Gram Panchayat concerned and the President of the District Panchayat, as the case may be.</p> <p>(3) All direct recruitments shall be made only after observing all the formalities such as verification of character and antecedents etc.</p> <p>(4) An oath of allegiance shall be taken by all new entrants to Panchayat service on his initial appointment in Form I</p> <p>(5) Every person on his initial appointment to Panchayat service shall produce a certificate of medical fitness at the time of joining duty.</p>	Appointing Authority

	<p>(6) Every employee on appointment to the Panchayat service shall be on probation for a period of two years,</p> <p>Provided that the competent authority may extend the period of probation if necessary.</p> <p>(7) During the period of probation or extension thereof, as the case may be, if the competent authority is of the opinion that an employee is not fit for permanent appointment, such authority shall discharge the employee from service.</p>	
7.	<p>Seniority list</p> <p>(1) A common seniority list (Category wise) shall be maintained by District Panchayat.</p> <p>(2) The relative seniority of persons appointed by transfer to a Panchayat service from other Departments of the Administration shall be determined in accordance with the order of their selection for such transfer.</p> <p>(3) In the case of persons who are initially taken on deputation and absorbed later, their seniority in the grade in which they are absorbed shall normally be counted from the date of absorption. If they have, however, been holding already on the date of absorption the same or equivalent grade on regular basis in his parent Department such regular service in the grade shall also be taken into account in fixing their seniority, subject to the condition that they will be given seniority from-</p> <p>(a) the date they have been holding the post on deputation.</p> <p>(b) the date from which they have been appointed on a regular basis to the same or equivalent grade in their parent department whichever is later.</p>	Seniority list
8.	<p>Leave</p> <p>The maintenance of leave account and the grant of all kinds of leave to a Panchayat servant shall be done in accordance with the provisions in the Central Civil Services (Leave) Rules, 1972</p>	Leave
9.	Compassionate appointment	Compassionate

	<p>(1) Appointments on compassionate ground to a Family Member, i.e., son or daughter or a near relative of a Panchayat servant, who dies in harness including death by suicide, leaving his family and when there is no other earning member in the family, shall be made strictly in accordance with the norms adopted by the Government of India from time to time.</p> <p>(2) Compassionate appointments shall be made only against the lowest category of posts.</p>	appointment
10.	<p>Maintenance of service books</p> <p>(1) There shall be maintained a service book in the prescribed form for every Panchayat servant with effect from the date of his entry into service.</p> <p>(2) The following certificates / entries shall be recorded in the service book.</p> <ul style="list-style-type: none"> (i) Employee has been medically examined and found fit. (ii) His character and antecedent have been verified (iii) He has taken oath of allegiance to the constitution, (iv) Details of initial appointment. (v) Occurrence of events involving change in the posts, scale of pay, nature of appointment, increment, leave, suspension etc. <p>(3) The correctness of the entries against the following names may be verified from original certificates furnished and a certificate to that effect appended to the Service book by the attesting authority.</p> <ul style="list-style-type: none"> (a) Caste/Tribe (b) Date of birth (both in words & figures) (c) General Educational and technical qualifications. <p>(4) All entries in the service book including leave account shall be duly attested by the Panchayat Secretary in the case of Officers and staff under Gram Panchayat and by the Chief Executive Officer in the case of officers and staff under District Panchayat.</p> <p>(5) Service books of all staff shall be verified once in a year and a certificate recorded in Form II.</p>	Maintenance of service books
11.	Resignation and voluntary retirement	Resignation

	<p>(1) A Panchayat servant is free to resign with immediate effect or from a prospective date to be specified and the resignation shall be unconditional.</p> <p>(2) When a Panchayat servant tenders resignation, the appointing authority shall be the authority competent to accept the resignation.</p> <p>(3) The resignation of a Panchayat servant from service shall normally be accepted except in the circumstance indicated below-</p> <p>(i) Where the Panchayat servant concerned is engaged in a work of importance and it would take time to make alternate arrangements for filling the posts, the resignation shall not be accepted till alternate arrangements for filling the post are made.</p> <p>(ii) Where a Panchayat servant is under suspension or is facing disciplinary proceedings.</p> <p>(4) A resignation becomes effective when it is accepted by the competent authority and the Panchayat servant is relieved off his duties. If a Panchayat servant, who had submitted resignation, sends intimation in writing to the appointing authority, withdrawing his earlier letter of resignation before its acceptance by the authority, the resignation shall be deemed to have been withdrawn. In case the resignation had been accepted by the competent authority from a future date and any request for withdrawing the resignation is made before he is actually relieved, it shall be at the discretion of the competent authority to allow or reject, such request.</p> <p>(5) In respect of voluntary retirement, the corresponding provisions applicable to Government servant shall be applicable.</p>	and voluntary retirement
12.	Date of birth and its subsequent alternation <p>(1) Every person newly appointed to a post under Panchayat shall, at the time of appointment declare the date of birth by the Common era with confirmatory documentary evidence such as.</p>	Date of birth and its subsequent alternation

	<p>(i) Matriculation Certificate, where prescribed qualification for appointment is matriculation or above or (ii) School Certificate or (iii) Birth Certificate</p> <p>(2) Alteration of date of birth declared at the time of initial appointment under sub- rule (1) above, shall be made only in accordance with the instructions / guidelines issued by the Government of India and Administration of the Union Territory of Lakshadweep from time to time.</p>	
13.	<p>Taking Part in Politics and elections</p> <p>(1) No Panchayat servant shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics or shall take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.</p> <p>(2) It shall be the duty of every Panchayat servant to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or ends directly or indirectly to be, subversive of the Panchayat as by- law established and where a Panchayat servant is unable to prevent a member of his family from taking part in, or subscribing in aid, of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Sarpanch or President, as the case may be.</p> <p>(3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub rule (2), the decision of the Secretary Panchayat thereon shall be final.</p> <p>(4) No Panchayat servant shall canvas or otherwise interfere with, or use his influence in connection with or take part in an election to any local authority. Provided that: (i) a Panchayat servant qualified to vote at such election may exercise his right to vote, but where he does so, he shall</p>	<p>Taking part in politics and elections</p>

	<p>give no indication of the manner in which he proposes to vote or has voted.</p> <p>(ii) a Panchayat servant shall not be deemed to have contravened the provisions of the sub - rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.</p> <p><u>EXPLANATION:</u> - The display by Panchayat servant on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning, of this sub rule.</p>	
14.	<p>Transfer and posting of Panchayat staff</p> <p>All transfers and postings of Panchayat staff shall be made by CEO, District Panchayat.</p>	Transfer and posting of Panchayat staff
15.	<p>Confidential reports</p> <p>(1) There shall be maintained a confidential report of every Panchayat servant. The confidential report shall be written in prescribed format annually, preferably for the period covered by the financial year.</p> <p>(2) The reporting officer and reviewing authority in respect of servants of Gram Panchayat and District Panchayat shall be as determined by District Panchayat from time to time.</p> <p>(3) The format to be used for writing the confidential report shall be the same as prescribed by the Administration.</p> <p>(4) Other procedure in regard to writing and maintenance of confidential report shall be as per norms adopted by Administration from time to time.</p>	Confidential reports
16.	<p>Forwarding of application for other employment</p> <p>(1) The application received from Panchayat servants for posts and appointments elsewhere shall be dealt with on their merits with reference to the circumstances in each case and shall be forwarded to the concerned if there is no compelling reason for withholding them.</p>	Forwarding of application for other employment

	<p>Provided that the application of Panchayat servants who are under suspension or against whom disciplinary proceedings are pending shall not be forwarded.</p> <p>(2) Once an application of Panchayat servant has been forwarded to Administration, other Central/State Government Department/ Public Sector Undertaking he shall be allowed to resign in the event of his selection by the Department / Public Sector Undertakings.</p>	
17.	<p>Gift and dowry</p> <p>The instructions and guidelines in regard to gift and dowry as determined by the Central Civil Service Rules and Administration shall be followed by each Panchayat.</p>	Gift and dowry
18.	<p>Demonstration and strikes</p> <p>No Panchayat servant Shall-</p> <p>(i) engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India.</p> <p>(ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or any other Panchayat servant.</p> <p><u>Note:</u> - Demonstration and strike used in these rules shall have the same meanings given in CCS (Conduct) Rules, 1964.</p>	Demonstration and strikes
19.	<p>Activities requiring prior permission or sanction</p> <p>(1) Every Panchayat servant shall obtain prior permission of the appointing authority in respect of the following activities:</p> <p>(a) To own or conduct or participate in the editing or management of any newspaper or any other publication.</p> <p>(b) To publish a book by himself or through publisher or contribute articles to a book.</p> <p>(c) To participate in a radio broadcast or contribute articles to each broadcast.</p>	

	<p>(d) To accept contribution for a fund or to associate with raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.</p> <p><u>Exemption:</u> - Collection during the Flag Day Celebration and to the National Defense Fund and other collections in the interest of the nation are exempted.</p> <p>(e) To engage directly or indirectly in any trade or business or negotiate for or undertake any other employment.</p> <p><u>Exemption:</u> - Work of social or charitable or literary or scientific character and participation in sports activities as amateur is also exempted.</p> <p>(f) To undertake a part-time job on a remunerative basis.</p> <p>(g) To negotiate for a commercial employment while in service.</p> <p>(h) To acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of the family.</p> <p><u>Note:</u> - In the case of movable property, a report shall be given within 30 days if the value of such property exceeds two months' basic pay of the panchayat servant.</p> <p>(2) All the requests for permission in respect of activities under sub rule (1) shall be dealt with in accordance with the instructions contained in CCS (Conduct) Rules, 1964 as amended from time to time.</p> <p>(3) All the activities which are not permissible under CCS (Conduct) Rules to a Government servant shall not be permissible to a Panchayat servant also.</p>	
20.	If any doubt arises regarding any of the provision of these rules or its applicability it shall be referred to the Administrator for a decision and the decision thereon shall be final.	

By Order and in the name of the
Administrator of Lakshadweep
Sd/-
Secretary (Panchayats)

LAKSHADWEEP PANCHAYATS (SERVICE) RULES, 2023**Form - I****(See Rule 6 (4))**

I Shri. /Smt./Ms..... do swear / solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, and that I will carry out the duties of my office loyally, honestly and with impartiality.

(So, help me God)

Date:

Signature :

Place:

Name :

LAKSHADWEEP PANCHAYATS (SERVICE) RULES, 2023**Form - II
(See Rule 10 (5))**

"Services verified up to (date) from....." (the record from which the verification is made).

Date:

Signature:
Designation of the
Attesting Authority

GOVERNMENT OF INDIA
LAKSHADWEEP ADMINISTRATION
DEPARTMENT OF PANCHAYAT
KAVARATTI - 682 555

Dated: 19-10-2023

NOTIFICATION

F. No. 2/7/2023-DOP: In exercise of the powers conferred under section 130 of the Lakshadweep Panchayat Regulation, 2022, the Administrator, U.T. of Lakshadweep hereby makes and notifies the following rules namely:

1.	<p>Short title: - (1) These rules may be called the Lakshadweep Panchayats (Grant-in-aid) Rules, 2023.</p> <p>(1) They shall extend to the whole of the Union Territory of Lakshadweep.</p> <p>(2) They shall come into force with effect from the date of its publication in the official Gazette.</p>	Short title
2.	<p>Definitions: -</p> <p>(1) In these rules, unless the context otherwise, requires.</p> <p>(a) "Administration" means the Union Territory administration of Lakshadweep.</p> <p>(b) "Administrative approval" means the formal approval by a Panchayat through a resolution on the necessity of work or scheme.</p> <p>(c) "Competent authority" means,</p> <p style="padding-left: 20px;">(i) In relation to administrative approval, the Panchayat; and</p> <p style="padding-left: 20px;">(ii) In relation to technical sanction, the authorities specified in Schedule I appended to these rules.</p> <p>(d) "Original work" means</p> <p style="padding-left: 20px;">(i) all new constructions,</p> <p style="padding-left: 20px;">(ii) all types of additions, alterations and/or special repairs to newly acquired assets, abandoned or damaged assets that are required to make them workable.</p> <p style="padding-left: 20px;">(iii) major replacements or remodeling of a portion of an existing structure or installation or other works,</p>	Definitions

	<p>which results in a genuine increase in the life and value of the property.</p> <p>(e) "Technical sanction" means the sanction of the competent authorities to the detailed plans and estimates of the works after the administrative approval has been received which will ensure that the proposals are structurally and technically sound and the data and calculation in the estimate are correct.</p> <p>(2) Words and expressions used in these rules and not defined, but defined in the Lakshadweep Panchayat Regulation, 2022, shall have the same meanings as are respectively assigned to them in the Regulation.</p>	
3.	<p>Object for which Grants-in-aid may be made</p> <p>(1) Grants to the Panchayat may be made for the following purposes:</p> <ul style="list-style-type: none"> (i) Road works in the commune, which include construction, alteration, improvement of public streets, subways, culverts, causeways, side drains and the like. (ii) Water supply which includes provisions of new pipelines, construction of overhead tank etc. (iii) Drainage, pavement of street, construction of urinals and latrines etc. (iv) Local Development Works, which include the construction of drinking water stand post, wells, public paths, parks, parking places, vehicle stands, sports centre play grounds and slaughter houses. (v) Buildings such as Town Hall, Rest House, Office Building etc. (vi) Primary Education. (vii) Health and Sanitation Programmes. (viii) Any other items of original work or scheme or purpose as may be approved by the Administrator. 	Object for which Grants-in-aid may be made
4.	<p>Quantum of aid</p> <p>The quantum of aid payable to the Panchayat shall be 100% of the estimated cost of works or schemes or purpose as technically approved by the competent authorities for which grant is sought for;</p>	Quantum of aid

	Provided that the Administrator may reduce the percentage of grant if he is satisfied, in relation to a particular Panchayat, that its financial position admits of such reduction.	
5.	<p>Procedure for making application for Grants-in-Aid</p> <p>Any Panchayat desiring to obtain Grants-in-Aid for any of the purposes indicated in rule 3 shall make an application for payment of grants-in-aid to the Director of Panchayat. Such application shall be made only in Form 'A' appended to these rules and shall necessarily contain the following particulars:</p> <ol style="list-style-type: none"> The purpose for which the grant-in-aid is required. A declaration to the effect that the work or scheme involved is duly authorized by the Panchayat through a resolution. Detailed plan and estimate of the cost of the entire work or scheme as is proposed to carry out from the Grants-in-Aid funds. The amount of aid applied for. The period within which the work or scheme is to be completed. An undertaking to the effect that the Panchayat has accepted the conditions laid down in the rules. 	Procedure for making application for Grants-in-Aid
6.	<p>Procedure for sanctioning</p> <p>(1) On receipt of the application for payment of grants-in-aid, the Director of Panchayat shall cause such enquiry as he thinks fit to be made into the statements contained in the application and into the utility of the purpose for which the grants-in-aid is applied for and forward the application with his recommendation to the Administrator within 45 days.</p> <p>Provided that the Director of Panchayats shall seek the advice of the Department concerned on the feasibility of the work or scheme and availability of funds with the Department before recommending to the Administrator.</p> <p>(2) If it appears to the Administrator that the original works contemplated to execute under grants-in-aid scheme can very well be charged on the fund of the Panchayat on account of its financial stability or for any other reasons to be recorded in writing, he shall reject the application.</p> <p>(3) If it appears to the Administrator that the financial assistance is urgently needed for any one of the purposes indicated in rule 3 above, it shall be competent after further enquiry, if any, as he thinks fit to make to accord sanction for grants-in-aid with due regard to the principles enunciated in General Financial Rules, 2017 as</p>	Procedure for sanctioning

	amended from time to time in respect of grants-in-aid subject to the conditions as may be imposed.	
7.	<p>Mode of Payment</p> <p>(1) The Grants-in-Aid may be paid in one or more than one instalment at the discretion of the sanctioning authority. This is however, subject to the following terms:</p> <p>(a) In so far as original works sponsored by the Panchayat the execution of which are entrusted to the Public Works department, which are likely to be spread over a period of years, only so much of the amount of grant shall be paid during the financial year as is likely to be expended during the year and with reference to the successive phases of execution of work.</p> <p>(b) In so far as original work sponsored by the Panchayat, the execution of which are entrusted to the Public Works Department, which are likely to be completed within the financial year, the entire amount shall be placed at the disposal of the Public Works Department.</p> <p>(c) In case the original works sponsored by the Panchayat which are to be executed through their own agencies, the entire amount shall be placed at the disposal of the Panchayat.</p> <p>(2) In all such cases the following formalities are required to be observed scrupulously by the Panchayat.</p> <p>(a) when a Panchayat proposes to carry out an original work by obtaining grants-in-aid from the Administration for the entire estimated cost of the scheme or any part thereof, it must first ensure that all the preliminaries regarding the preparation of plans, estimates, phasing etc., have been completed and only then it must apply to the Administration for the sanction of grant-in-aid.</p> <p>(b) details of the phased programme in which the contemplated work is proposed to be executed, amount required for each of the phases of the execution and time schedule should be furnished. The authorities who prepare the estimates and plans should indicate the successive stages of execution and the amount involved therein.</p>	Mode of payment
8.	<p>Conditions of utilization</p> <p>(1) The amount of grant-in-aid shall be utilised only for the purpose for which it is granted, and any portion of the amount which is not</p>	Conditions of utilization

ultimately required for expenditure upon the object shall be duly surrendered to the Administration.

- (2) The Administrator or any other officer duly authorised in this behalf shall have the right of inspections and calling for plans and estimates in respect of any work or scheme for which the grant-in-aid is given. The Administrator shall also reserve the right to have the accounts of the recipient Panchayat audited by the authorities duly specified to ensure that the Grant in Aid is utilized for the purpose for which it has been sanctioned and ensure that the unexpended balance of the grant-in-aid amount is not employed otherwise than in accordance with these rules.
- (3) The accounts of the Panchayat receiving the grant-in-aid under these rules will be open to test check by the Department of Finance, Administration of Union Territory of Lakshadweep at its discretion or by any officer authorised in this behalf.
- (4) The amount of grant-in-aid is to be utilized within a period of one year from the date of receipt of sanction of grant-in-aid, except in cases where time limit exceeding one year has been fixed by the sanctioning authority with reference to the successive stage of the implementation of the schemes;

Provided that the Administrator may extend the period if considered necessary in suitable cases.

- (5) The scheme for which the grant-in-aid has been sanctioned should be implemented as per the plans and estimates approved by the Administrator. The Panchayat shall have no right to alter the plan and estimate for a work for which grant-in-aid has been sanctioned without the prior approval of the Administrator.
- (6) The Panchayat shall submit a quarterly report to the sanctioning authority who shall scrutinise that report to check whether there has been any variation or unauthorised deviation of funds.
- (7) The Panchayat shall execute the work for which grant-in-aid has been obtained through Public Works Department or any other approved agency.
- (8) In all cases of original work, the Panchayat shall apply directly to and obtain from the Assistant Engineer, Public Works Department the completion certificate in **Form 'B'** annexed to these rules to the effect that after actual inspection and measurement of the work or portion of the work for which the grant was made has been duly completed according to the plans and estimates approved by the Administrator, within three months from the date of completion of

	<p>the work. The Panchayat shall also furnish utilisation certificate in Form 'C'</p> <p>(9) No grant in following year will be paid to the Panchayat concerned in case the completion certificate in Form 'B' and utilisation certificate in Form 'C', as the case may be, is not furnished within the aforesaid period, unless the delay is satisfactorily explained by the Panchayat.</p> <p>(10) A completion certificate on the basis of the certificate received from the Panchayat will be furnished by the sanctioning authority to the Pay & Accounts Officer, to the effect that the grant-in-aid has been utilised for the purpose for which it was sanctioned for a particular financial year.</p> <p>(11) In case of default by a Panchayat in performing any duty imposed upon it under these conditions, the Administrator may fix a period for the performance of that duty and should it not be performed within the period so fixed; he shall appoint a person to perform it and may direct that the expenses thereof as may be fixed shall be paid by the Panchayat.</p> <p>(12) The Administrator reserves the rights to order refund of the entire amount or a portion of the amount of grant-in-aid sanctioned to a Panchayat if any serious breach of terms of grants is noticed on the part of the Panchayat and in that case, if considered necessary, penal interest at the rate of 6% will be charged on such sums as may be ordered to be refunded.</p> <p>(13) Every Panchayat shall maintain a register of grant-in-aid in Form 'D' appended to these Rules of permanent and semi-permanent assets constructed or acquired wholly or partially out of grants.</p> <p>(14) In addition to the above conditions, the principles laid down in the General Financial Rules, 2017 and the instructions issued by the Government of India in the Ministry of Finance from time to time shall invariably apply to all cases of grant-in-aid.</p> <p>(15) The orders contained in Central Public Works Accounts Code and General Financial Rules regarding calling of tenders for execution of works etc. shall <i>mutatis mutandis</i> apply for the Panchayat works as well.</p> <p>(16) The Panchayat receiving grants-in-aid shall submit an annual performance-cum-achievement report on the progress and implementation of the various works and schemes executed with grant-in-aid sanctioned by the Administration. The report for a financial year ended on 31st March shall be submitted to reach the sanctioning authority by 15th April of the succeeding financial year.</p>	
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9.	If any doubt arises regarding any of the provision of these rules or its applicability, it shall be referred to the Administrator for a decision and the decision thereon shall be final.	Doubt regarding these rules
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By order and in the name of the Administrator

Sd/-

Secretary Panchayat

SCHEDULE-1**(See Rule 2 (1) (c) (ii))**

Authorities competent to accord technical sanction: Junior Engineer, Assistant Engineer, Executive Engineer, Superintending Engineer: As per powers under CPWD Manual

Explanation: Where the service of Assistant Engineer or Executive Engineer or Superintending Engineer, as the case may be, are not available, the matter shall be referred to the Public Works Department of the Administration.

Form A
(See rule 5)

Application for Grants-in-aid

Sl. No	Panchayat Name and GIA Details	Brief description
1.	Name of Panchayat	
2.	Purpose for which grant-in-aid is required (i) Road work (ii) Water Supply (iii) Drainage, etc (iv) Local Development (v) Works (vi) Primary Education (vii) Health (viii) Sanitary schemes (ix) Other Items (to be specified)	
3.	Amount of Grant-in-aid applied for	
4.	Total estimated cost of the work/scheme	
5.	(a) Please state whether the administrative approval has been obtained (b) If so please state whether a copy of the Resolution of the Panchayat is attached with the application	
6.	(a) Please state whether technical approval to the detailed plan and estimate of works has been obtained (b) If so, please state whether duly approved plan and estimate of the work are enclosed herewith.	
7.	Please state whether the work is to be executed by the Public Works Department or by the Panchayat through their own agencies.	
8.	The period within which the work is to be completed and when it is proposed to complete the work by different stages and the amount of each instalment.	
9.	Please state whether the works for which assistance is sought for could not be undertaken from Panchayat funds.	
10.	Outstanding liability	

Certified that the Gram Panchayat/District Panchayat by way of resolution No. dated..... have agreed to abide by all the conditions laid down in the rules and instructions issued from time to time by the Administration.

Signature

Form B**(See rule 8 (8))**

Certified that the work(name of the work) for which.....(name of Panchayat) received Gant-in-Aid amounting to Rs. during the yearhas been completed strictly according to the approved estimates and plan at a total cost of Rs. The estimated cost of the work was Rs.

Assistant Engineer
Public Works Department
..... Island.

Form C

(See Rule 8 (8))

CERTIFICATE OF THE UTILIZATION

Sl. No.	Order and date	Amount
Total		

Certified that out of Rs.(Rupees.....)
of Grant-in-aid sanctioned for the work/scheme.....
.....during the year.....in
favour of under the Administration
Order No. given in the margin and Rs.
on account of unspent balance of the previous year, a
sum of Rs. has been utilized for the
purpose offor which it was sanctioned
and that the balance of Rs.....remaining
unutilized at the end of the year has been
surrendered to Administration (vide No.....
Dated.....)/ will be adjusted towards
the Grants-in-Aid payable during the next year.....

2. Certified that I have satisfied myself that the condition on which the Grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature.....

Designation.....

.....Panchayat

Date.....

Form D
(See Rule 8 (13))

Assets acquired wholly or substantially out of Government Grants:
Register maintained by grantee institutions.

Name of sanctioning authority:

Sl. No	Details of sanctioned Grands and assets details	Brief description
1.	Name of grantee Institution	
2.	No. and date of sanction	
3.	Amount of the sanctioned grant	
4.	Brief purpose of grant	
5.	Whether any condition regarding right of the ownership of Government in the property or other assets acquired out of the Grant was incorporated in the Grants-in-Aid sanction	
6.	Particulars of assets actually created or acquired	
7.	Value of the Assets as on	
8.	Purpose for which utilized at present	
9.	Encumbered or not	
10.	Reason if encumbered	